

ONLINE EVALUATIONS

How to complete an evaluation for a conference.

Requirements to Enable Evaluations

- Register as a member on the UPC web site
- Register for the conference
- Check-in at the conference

Note: *You can register for the conference and check-in before you register as a member. The order you do this doesn't matter as long as you do these steps before trying to complete an evaluation form.*

Register as a Member

- Go to <http://upc.Utah.gov/register-upc.php>
- Choose the type of registration
 - Public Attorney or Staff (those in a prosecution office) – ***require UPC approval***
 - Evaluation Access (private attorney, court employee, law enforcement) – ***immediate approval***
- Enter all required information (*).
- Bar number required if you would like CLE credits
- Click on the Register button
- Check your email for password – *you can change it after logging in*

Register for Conference

- Register before the conference here:
<http://upc.utah.gov/registration/conference-registration.php>
- You can also register when you arrive at the conference at the registration desk

Note: *If you register before the conference, then you need only check-in at the registration desk the first day you come.*

Check-in at Conference

- Go to the registration desk to check in to the conference
- You will be marked as attended when you check-in


How to Access Evaluation



Login to Access Evaluation

- Evaluation Page:
<http://upc.utah.gov/upc-evaluations/evaluation-start.php>
- You will be asked to login
- Enter your User Name and Password
- Click on Login

Note: *If you have not registered yet, you can do it from here by clicking on the Not Registered link.*



The image shows a login form titled "UPC Member Login" on a blue background. It features two input fields: "User Name" with a person icon and "Password" with a lock icon. Below the fields are a blue "Login" button and a link "I Forgot My Password". At the bottom, there is a link "Not registered? Click Here!" in orange text.

UPC Member Login

User Name
user name

Password
password

Login I Forgot My Password

[Not registered? Click Here!](#)

Registration Start Page



Evaluation Start Page

Select Conference to Evaluate

Select the conference you want to evaluate and click on Select

Fill out Evaluation and Submit

UPC

UTAH
PROSECUTION
COUNCIL

Training and Serving Utah Prosecutors Since 1991

2016 Human Trafficking Training

Make sure your bar# is correct for CLE credit.

First Name:

Last Name:

Bar #:

Your name and bar# are shown above as they exist in our database. If your bar # is not correct, please correct it here, **and change it in your profile** as soon as you can. If you have no bar no CLE credits will be saved, but your evaluation and comments will be saved. We appreciate your feedback.

Please provide candid evaluations for each of the sessions that you attend. Please rate each session from 1 to 5 with 5 being excellent. You will only receive CLE credit for sessions that are scored. **N/A means that you did NOT attend the session. If N/A is marked, there will be no score and no CLE credits.**

1. Overview of Human Trafficking

Presenter: ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Materials: ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

comments . . .

2. International and National Framework

Presenter: ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Materials: ☒ N/A ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

most helpful . . .

Least helpful topics?

least helpful . . .

Facility Feedback

facility feedback . . .

Conference Feedback

conference feedback . . .

Suggestion to Improve Conference

how to improve conference . . .

Submit

Evaluation Results and Certificate

[HOME](#)[TRAINING](#)[CONTACTS](#)[NEWSLETTER](#)[UPAA](#)

Evaluation / CLE Results

Conference: 2016 Human Trafficking Training

Weight, Ronald

There are no CLE Credits as you have no Bar # in our records, but your evaluation and comments were recorded.

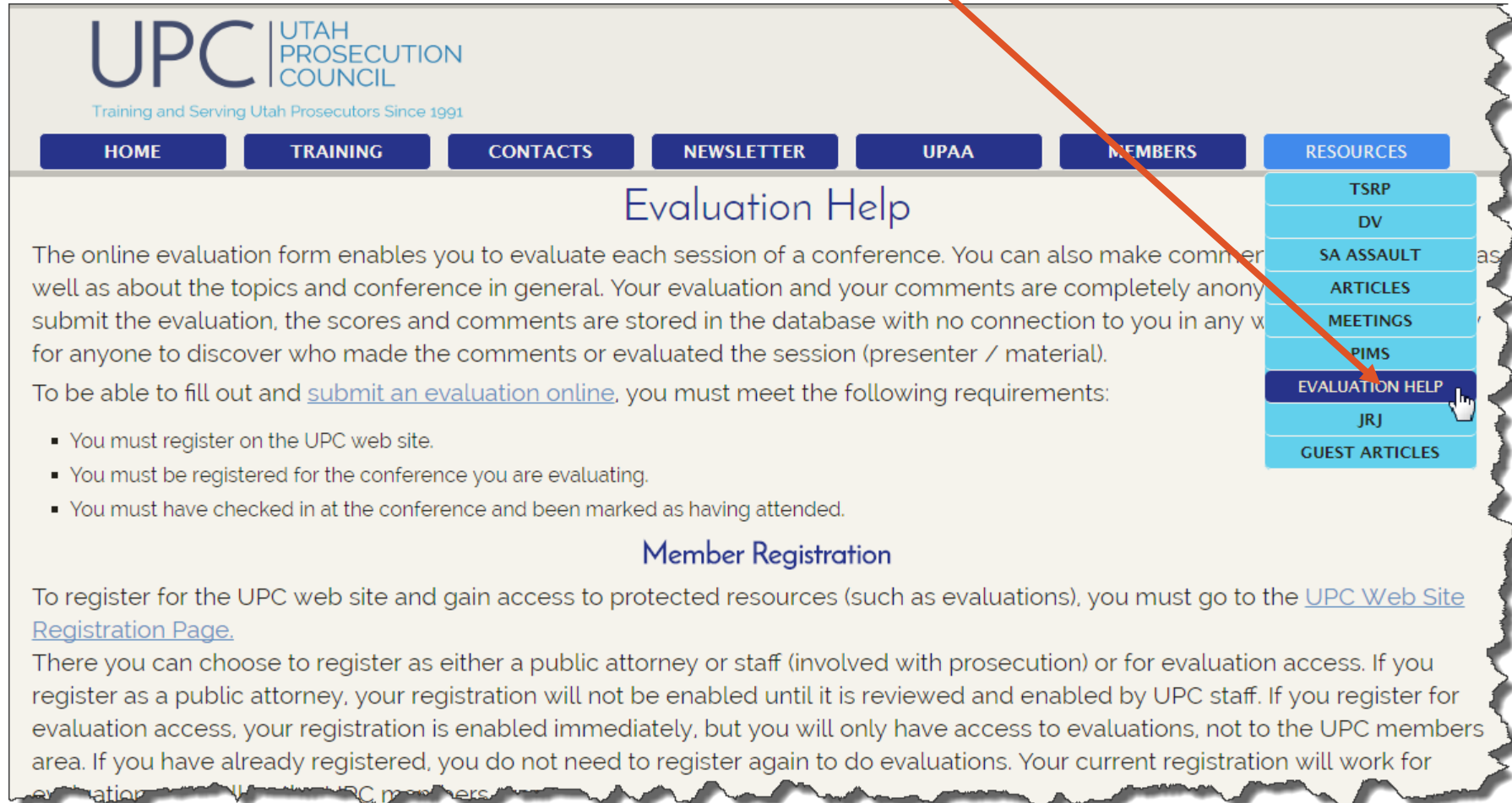
Maximum CLE Available: 10.00

[Download Certificate](#) 

This screen shows your CLE credits (if any) and gives you a link to download your certificate.

Note: If you do not download it at this point, you will not be able to come back to this page. Contact Ron Weight at: rweight@Utah.gov to request a copy. Please include the conference name in your request.

Evaluation Help Page



The screenshot shows the Utah Prosecution Council (UPC) website. The header includes the UPC logo and the text "UTAH PROSECUTION COUNCIL" and "Training and Serving Utah Prosecutors Since 1991". Below the header is a navigation bar with links: HOME, TRAINING, CONTACTS, NEWSLETTER, UPAA, MEMBERS, and RESOURCES. The "RESOURCES" link is highlighted, and a dropdown menu is visible with the following items: TSRP, DV, SA ASSAULT, ARTICLES, MEETINGS, PIMS, EVALUATION HELP, JRJ, and GUEST ARTICLES. A red arrow points from the "EVALUATION HELP" link in the dropdown menu to the "Evaluation Help" page title. The "Evaluation Help" page content includes a paragraph explaining the online evaluation form, a list of requirements for submitting an evaluation, and a section titled "Member Registration" with a link to the "UPC Web Site Registration Page".

UPC | UTAH PROSECUTION COUNCIL
Training and Serving Utah Prosecutors Since 1991

HOME TRAINING CONTACTS NEWSLETTER UPAA MEMBERS RESOURCES

Evaluation Help

The online evaluation form enables you to evaluate each session of a conference. You can also make comments as well as about the topics and conference in general. Your evaluation and your comments are completely anonymous. After you submit the evaluation, the scores and comments are stored in the database with no connection to you in any way for anyone to discover who made the comments or evaluated the session (presenter / material).

To be able to fill out and [submit an evaluation online](#), you must meet the following requirements:

- You must register on the UPC web site.
- You must be registered for the conference you are evaluating.
- You must have checked in at the conference and been marked as having attended.

Member Registration

To register for the UPC web site and gain access to protected resources (such as evaluations), you must go to the [UPC Web Site Registration Page](#).

There you can choose to register as either a public attorney or staff (involved with prosecution) or for evaluation access. If you register as a public attorney, your registration will not be enabled until it is reviewed and enabled by UPC staff. If you register for evaluation access, your registration is enabled immediately, but you will only have access to evaluations, not to the UPC members area. If you have already registered, you do not need to register again to do evaluations. Your current registration will work for

Additional Details

- The evaluations are available for 30 days after the conference
- You must fill out the entire evaluation before submitting to get full credit
 - There is no save and return function now, but we are working on it
 - If you submit a partial evaluation, you will not be able to re-submit and will only get credit for those sessions evaluated
- If you did NOT attend a session, leave it marked as N/A (default)
- Your CLE credits will be processed and available on the CLE members page by the next week

THANK YOU FOR YOUR PATIENCE!